



Student GUIDE

2020/2021



www.ut-capitole.fr

Welcome to Toulouse Capitole University



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Welcome address by the President of the University

You have chosen to enrol in one of the best universities in France in its fields: Law, Economics and Management. Our University has goals of excellence to lead you to the highest levels of higher education and give you all the assets for an optimal professional integration : a the very high quality of the teaching staff, combined with the best working environment, both in terms of the quality of the infrastructures and the libraries at your disposal, a competent and efficient administration, very high level research centres, and a lively student life. Make the most of your university for the best of your training, and know how to respect it for the good of all, particularly with regard to the cleanliness of the premises.

You leave high school and enter university in a world of responsible adults. The health crisis that we are going through has significantly impacted the functioning of the university, but we are doing our utmost to guarantee the best studying conditions.

Our task is also to help you to successfully complete this major transition between secondary and higher education. This guide completes the reception system set up for your arrival at Toulouse Capitole University. It will give you the practical information you need to better discover and understand the university in all its dimensions and discover a new environment. It will help you in your endeavours and contacts with the various departments.

You are entering a community of more than 20,000 students and more than 1,100 teaching and administrative staff who are there to listen to you. Do not hesitate to ask them for help with difficulties, a question, or information.

I wish you an excellent year at your university and full development in your studies.

Corinne MASCALA
President of the University

GOVERNANCE

• A PRESIDENT

The President runs the University, assisted by an office. They are elected for 4 years..

• BOARD OF DIRECTORS (CA)

32 MEMBERS, 4 OF WHICH ARE STUDENTS

The Board of Directors determines the University's policy through its deliberations and votes on the budget. It is a decision-making body. It allocates budgets to the various commissions and defines the strategic framework for the use of these budgets.

• AN ACADEMIC BOARD

The Academic Council brings together the members of the Research Commission and the Training and University Life Commission. It is consulted on training and research policy guidelines.

> THE RESEARCH COMMISSION (CR)

40 MEMBERS, 4 OF WHICH ARE STUDENTS

The Research Commission sets the rules for the operation of laboratories and is consulted on agreements with research organisations.

It adopts measures to enable students to develop activities for the distribution of scientific, technical and industrial culture and allocates the envelope of resources intended for research.

> TRAINING AND UNIVERSITY LIFE COMMISSION (CFVU)

40 MEMBERS, 16 OF WHICH ARE STUDENTS

The Education and University Life Commission of the Academic Council is consulted on the training programmes of the components.

It adopts:

- Examination rules;
- The rules for evaluating lessons;
- Measures to ensure the success of the largest number of students;
- Measures to enable students to be guided and validated, to facilitate their entry into working life and to promote cultural, sporting, social or associative activities offered to students, as well as measures to improve living and working conditions, in particular measures relating to support activities, university and school works, medical and social services, libraries and documentation centres and access to digital resources;
- Measures to promote and develop interactions between science and society, initiated and led by students or teacher-researchers, both within institutions and in the institution's territory of influence;
- The measures necessary for the reception and success of students with disabilities or disabling health disorders, in accordance with the obligations of higher education institutions.
- The distribution of the envelope of resources intended for training.

• STUDENT VICE-PRESIDENCY (VPE)

Toulouse Capitole University
in figures

21 800 students,
of which **16,8 %** are foreign nationals

19600 in national diplomas

1500 in university diplomas

70 theses supported per year

671 teacher-researchers

I am a student

Right from the start of the new academic year, you will have to familiarise yourself with a different organisation from that of the high school: lectures in lecture halls, semesters, tutorials, etc. Understanding this organisation will help you to organise yourself better and approach the new academic year more serenely.

HOW DOES THE ACADEMIC YEAR WORK?

The academic year is composed of 2 semesters: the 1st semester (S1) runs from September to December and the 2nd semester (S2) runs from January to April. In order to validate the first year of the Bachelor's degree, you must validate both semesters.

You will be provided with a timetable ("EDT") for each semester. Be careful, the hourly volume does not include personal work, which is very important at the University!

THE ORGANISATION OF THE COURSES: CM OR TD?

At the University Toulouse Capitole all courses last 1h30.

Lectures (CM) are, in most cases, theoretical courses given in lecture halls and bringing together all the students of a class (or a group if it is a large class as it is often the case in the 1st year of Bachelor's degree).

The tutorials (TD) are an opportunity to meet in small groups and to deepen the concepts covered during the lectures, to put them into practice by carrying out specific exercises (practical case, commentary on a court decision, etc.) and above all to ask questions.

WHAT ARE UE?

Each semester is made up of Teaching Units (UE) which can take the form of CM or TD (in master's programmes, the UE can also correspond to a traineeship or a thesis). Each time a student passes the exams of a UE, a certain number of credits (called ECTS) are counted. In order to validate a semester, 30 ECTS must be obtained. The bachelor's degree thus corresponds to 180 credits, being 6 semesters.

Small student's lexicon

CM = lecture

TD = tutorial

TP = practical work

UE = teaching unit

SOW = schedule

MCC = modality of knowledge control. They define the conditions for obtaining a diploma.

ECTS = European Credit Transfer System. They allow the recognition of studies and diplomas from the European area and promote mobility.

Partial exams: end-of-semester exams.

Bonus: certain courses or activities may be subject to a half-yearly bonus.

WHAT ABOUT EXAMS?

The evaluation of knowledge is done in different ways: in continuous assessment, being throughout the semester (during the TDs in particular) or during the semester exams, called «end-of-semester» exams.

The exams are organised in two parts:

- The 1st session corresponds to the continuous examination and the final examination of one semester (in December for S1 and in April for S2).
- A 2nd session, also called resit exams, is organised for the UEs not validated at the 1st session. It is organised in June for both semesters.

Tools for success

Numerous support measures are offered to first-year students. Some are common to all students, others are specific to the components and can be offered following a placement test at the beginning of the year.

Here are a few examples, don't hesitate to ask your faculty/school or your teachers.

- **In L1 Eco-Management:** support in **mathematics** to help students with difficulties succeed. This is a 12-hour complementary teaching in the form of TD.
- **In L1 Management:** Supportive teaching in **mathematics**.
- **In L1 of AES:** the AREL programme includes, in the 1st semester, complementary teaching in the form of TDs in **Private Law, Public Law, Economics and Mathematics**.
- **In L1 of Law:** the GAINS system is devoted to the methodology of university work. Tutorial sessions are held in small groups of 15 students maximum.



What if I fail the 1st semester exams?

The Faculty of Law offers to students who failed academic support work (TSU) at the beginning of the 2nd semester as well as intensive preparation sessions for the June resit exams.

The «Objective exams» system also allows all L1 Law students to review, in small groups, the legal methodology (dissertation, comments...) for the 2nd semester exams.



Documentary tutoring: student tutors offer individualized support in academic work and documentary research. See page 23.

The Summer University of the Law Faculty: to discover the university and law studies. This free preparatory session takes place every year just before the official start of the academic year.

Common devices in self-training:

The Voltaire project: for a refresher course in spelling and written expression.

Cogitest: to boost his neurons and train his memory.

Find out how to register for these programs on the ut-capitole website: Section > Managing your schooling > Succeeding in L1

Due to the current health context, these devices are subject to change.



I'm building my undergraduate project

SUIO-IP is the University Service for Information, Orientation and Assistance for Professional Integration.

www.ut-capitole.fr/orientation-insertion



**SUIO-IP
THE ADVICE - RESOURCES -
COUNSELLING SPACE**
Room AF 144
Older Faculties
Reception 1st floor of SUIO-IP
Monday: 12:30-17:00
Tuesday, Wednesday-Thursday:
9:30am-5pm
Friday: 9:30am-5pm
Phone : 05.61.63.37.28

I'LL CHECK WITH SUIO-IP RESOURCES

More than 1 200 targeted and renewed **references** are available on:

- study pursuits,
- mobility,
- employment prospects in the public and private sectors,
- professional integration and the search for an internship...

• **At your disposal in the SUIO-IP's Resource-Counselling Space:**
University website www.ut-capitole.fr/orientation-insertion section



• **Online on our Catalogue :**
<http://suiio-ut-capitole.centredoc.fr>



I ATTEND CONFERENCES, WORKSHOPS, OPEN HOUSES, ETC.

The SUIO-IP organises several events throughout the year, which you can find on the Orientation and Integration Agenda.

The Infosup fair and the Open Day organised by the University are an opportunity to meet teachers and discuss with students in order to inform you about courses if you wish to change your course of study and further studies, particularly in the master's programme.

The workshops and mini-conferences organised by SUIO-IP will allow you to work and build your study project from the first year of your bachelor's degree.

I'M ACCOMPANIED BY...

• **guidance counsellors, your 1st contact at SUIO-IP**

They welcome you every day, guide you and provide you with personalised advice on your academic career (training offers, registration periods, reorientation, international mobility, etc.) and on your professional career (civil service competitions, job opportunities by sector, job or internship search, CV, letter, etc.).

They lead workshops on the construction of the university project and help with integration for students and organise SUIO-IP events.

• **Psychologists specialising in guidance counselling (Psychologists from the National Education Ministry)**

They will meet with you for a one-hour individual interview, by appointment made in advance at the reception desk by an orientation officer.

They offer you personalised support in the construction of your personal and professional project and help you with any problems related to orientation (difficulties in making choices, changing fields of study, etc.).

The psychologists also lead collective actions: orientation workshops and information meetings (on change of course of study, for example).

I create my portfolio of experiences and skills!



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The psychologists also lead collective actions: orientation workshops and information meetings (on change of course of study, for example).



I'm meeting with student ambassadors

You can come and meet our student ambassadors (in Administration & Communication, Law, Economics) without appointment, at the SUIO-IP reception desk, from **Monday to Friday**, from **12:30 to 2:00 p.m.** from September to April.

You can also find them during the events organised by SUIO-IP (Pre-entry, Infosup Fair, Open Days) and by the University (Reception Forum) during the academic year.

Céline, student in Master 1 Tax Law, graduated from an Eco-Law Degree

« Sometimes it's easier to talk to a student, sometimes speech is freer. I can give you information on the professional life module, on the next events concerning vocational guidance and integration, on the workshops offered at SUIO-IP, and much more! »

Laurine, CRFPA prep student (preparation for the bar exam) at IEJ (Institute of Judicial Studies)

« Students are accompanied every lunchtime at SUIO-IP, without an appointment, by a contact during which the student can explain his/her situation and ask all his/her questions. The role of the Student Ambassador is to encourage exchanges between students of different levels, by offering an attentive ear and sound advice.»

Loan, student in Master 1 Public Law

« During my reception sessions at SUIO-IP, I can answer questions with an accompaniment. I can also give a presentation of the training courses on offer and more particularly details on law courses (subjects, expectations, examination procedures, etc.), visits to the university campus and immersions in law classes for high school or university students who are changing their courses of study so that they can better understand what a lecture in a university lecture hall is like.»

Léa, student in L2 Law, from a CPGE

« As part of my civic service, I accompanied high school and university students on campus to introduce them to student life, but also via etudiant.ambassadeur@ut-capitole.fr where they could ask me all kinds of questions and information. »

Lucas, student in Master 1 Public Law from an AES Bachelor's Degree

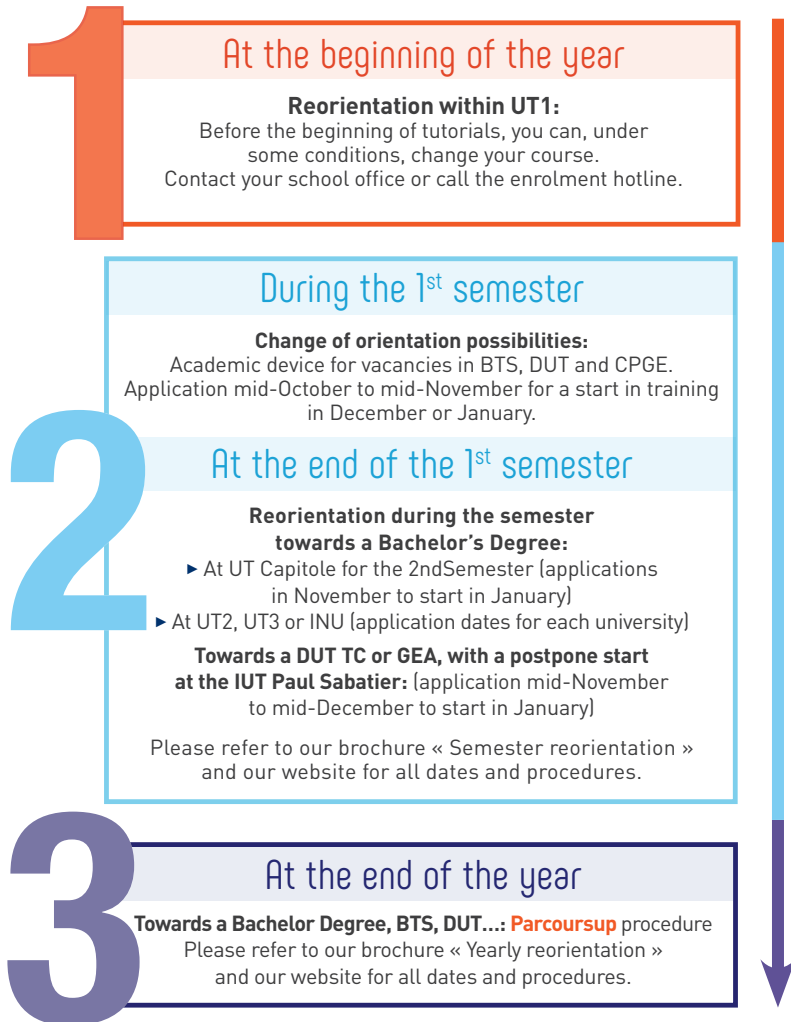
« Our role is to share our experience and skills to help each student build his or her future by listening, by being attentive to his or her daily problems, by having a dialogue that allows us to exchange and establish a diagnosis, in order to consider different possible solutions and to guide them towards the competent people and services. »



What if I wish to reorientate myself?

The first year at the University is an important step in your studies.

It is normal to ask questions, the SUIO-IP team can accompany you. If you are wondering about a change of course in L1, reorientations are possible from the start of the academic year, at the end of the first semester or at the end of the year.



Throughout the year, SUIO-IP offers lectures on «changing from one course of study to another in L1» to learn about the various possibilities for orientation and/or reorientation. Ideal before an individual interview!



I am preparing my career plan

www.ut-capitole.fr/orientation-et-insertion/preparer-son-insertion/



Throughout the academic year, the SUIO-IP offers you:

• **Workshops to assist professional integration to:**

- Build your study project and your career plan
- Manage stress, learn to identify qualities and motivations
- Develop your internship and job search strategy with effective tools (CV, cover letter, interview.)
- Prepare your international applications
- Prepare applications for selective training

• **Mini-conferences that allow you to discover a particular profession or subject concerning the development of your project, entrepreneurship, professional integration and the search for an internship or job. Some examples:**

«Creating a professional network», «Civic service», «Sandwich courses at UT Capitole», «Preparation for administrative competitions».

• **The «Pro Rendez-Vous»:** In order to strengthen the student-professional link, collaborations exist between partners from the business world, the University's components and the SUIO-IP. Days are organised to inform students about careers in justice, defence and security, regionally-oriented professions, law, IT, regional development, Airbusday, etc.

Online registration:

<http://intranet.ut-capitole.fr/deroulement-des-etudes/insertion-professionnelle/>

The Professional Life Module

Offered in Bachelor of Law and AES (Social and Business Administration), 1st year Master of Law and Administration & Communication, the Professional Life module is an optional module that helps you prepare your study and/or career path.

Depending on the type of validation chosen («internship», «project» or «associative commitment»), the programme is composed of:

- information time
- workshops organised by the SUIO-IP
- meetings with professionals in the form of forums and mini-conferences..

Registration at the beginning of the school year

MORE INFO AT SUIO-IP



I'm doing an internship

WHY DO AN INTERNSHIP?

Students, don't wait until the end of your studies to do internships! Whether it is a final internship (mandatory) or a discovery internship (optional), it is important to identify your expectations and your personal and professional objectives: in other words, to question your professional plan.

SEARCHING FOR AN INTERNSHIP

I am preparing my application by participating in SUIO-IP workshops and mini-conferences

I check the internship and job offers and set up an Alumni alert.

I use the SUIO-IP documentary resources:

- Catalogue of internships by training field
- Bibliographies related to internships: «Getting an internship»

KEY POINTS TO KNOW

Compulsory internship agreement:

Form to be completed in the ENT («Study» tab «Internship agreements» section).

Internship period:

Compulsory internship: from 1st September 2020 to 31st October 2021

Optional internship: from 1st September 2020 to 31st August 2021

The duration of the internships:

No minimum duration.

6 months or 924 hours maximum.

The internship bonus:

Mandatory if the internship is more than 2 months or 308 hours (3.90 euros/hour)

Complete file to be submitted 15 days before the beginning of the internship with a pedagogical validation by the educational manager or a teacher from the course.



INTERNSHIP OFFICE

ARSENAL • 3rd floor • AR 379
Tel : 05 61 63 37 35
stage@ut-capitole.fr

Reception :

Monday: 1.30 pm - 4.30 pm
From Tuesday to Thursday:
9 am - 12 pm
1.30pm - 4.30pm
Closed Fridays



I have a creative idea, a project that I want to develop...

www.ut-capitole.fr/orientation-insertion/preparer-son-insertion/creation-d-entreprise

With the support of many partners, SUIO-IP (University Information, Orientation, and Professional Integration Service) offers awareness-raising activities to all students and young graduates of the University:

- Mini-conferences dedicated to entrepreneurship,
- Contest events to test an activity creation project
- Meeting with the entrepreneurship referent of Toulouse Capitole University

The **PEPITE** (Student Centre for Innovation, Transfer, and Entrepreneurship) supported by the Federal University of Toulouse supports students and young graduates in their activity creation project through a support system:

• National Student-Entrepreneur Status (SNEE)

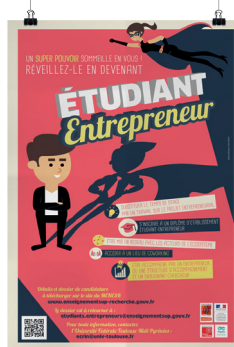
This first level of awareness allows you to work on your entrepreneurial profile, learn about the stages of a project and discover the entrepreneurial ecosystem.

• The student-entrepreneur diploma - D2E

The Diploma allows you to go further in the development of your project, regardless of its progress.

• The PEPITE pre-accelerator ECRIN Starter

I am giving my project a boost with intensive support over 4 months full-time: I am 100% focused on my creative project in a dedicated space!



THE 2020-2021 CALENDAR

From April to September:

submission of your application on the national platform <https://snee.esr.gouv.fr/>, and meeting with the entrepreneurial referent [UT1 delphine.lartiges@ut-capitole.fr](mailto:delphine.lartiges@ut-capitole.fr)

Mid-october:

recruitment committee (selection of candidates)

January:

Second call for nominations for SNEE

November to June:

support programme

September:

defense, validation and graduation for the D2E



CONTACT PEPITE-ECRIN:
ecrin@univ-toulouse.fr

REFERENCE PERSON UT CAPITOLE:
delphine.lartiges@ut-capitole.fr



I develop my professional network



The Alumni Network is the professional network of students, graduates and recruiters of the Toulouse Capitole University.

Every year, more than 4,000 students graduate. This ever-growing community can be found on this dedicated network.

Why join the Alumni Network?

16 000 ACTIVE USERS (STUDENTS, GRADUATES AND PROFESSIONALS)

- I browse the directory and interact with the community.

1 700 RECRUITERS AND 4 500 LISTED COMPANIES

- I contact the professionals

4 800 INTERNSHIP, WORK-STUDY AND JOB OFFERS PUBLISHED

- I am applying for internships, work-study or job offers.

500 NEWS AND EVENTS OFFERED

- I take part in events and keep up to date with the latest professional news..

30 GROUPS CREATED

- I participate in groups related to my training and interests.

Activate your account on alumni.ut-capitole.fr
Student» access with your ENT credentials.



I study internationally

www.ut-capitole.fr/europe-et-international/

JOINT SERVICE FOR EUROPEAN AND INTERNATIONAL RELATIONS

Arsenal • Single reception desk Building J • Office J104

I WOULD LIKE TO STUDY ABROAD

Do you want to enrich your education with an experience abroad?

This is possible by applying for a year-long study trip to one of our partner universities to study for a 3rd year Bachelor's degree or a 1st year Master's degree. Information meetings are organised as early as September!

Keep informed of mobility opportunities and procedures on the website:

<https://www.ut-capitole.fr/international/etudes-stages-a-l-etranger/>

Law students: envol@ut-capitole.fr

Other courses: horizon@ut-capitole.fr

Study abroad trips are open to everyone. The Erasmus+ programme thus aims to promote the mobility of students with disabilities, paying particular attention to their specific needs during their study period. Individualised support is offered to students with disabilities who wish to go abroad (Europe, Outside Europe).

Do not hesitate to make an appointment!

Nathalie Castex, Arsenal • Office J104-2 : nathalie.gence@ut-capitole.fr

I WANT TO DO AN INTERNSHIP ABROAD

Would you like to enhance your curriculum through an internship abroad?

- the SUIO-IP helps you in your search for an internship;
- the internship office in the processing of your internship agreement;
- and the Joint Service for European and International Relations in the application for an internship grant.

I AM A FOREIGN STUDENT ARRIVING AT UT CAPITOLE

You are an international exchange student or a free-mover, join the SCREI (Joint service for European and International relations) team as soon as you arrive and they will guide you through the registration process and your integration into the university!

Contact: incoming@ut-capitole.fr

More information: www.ut-capitole.fr/international/etudiants-internationaux/



I am perfecting my language level

DEPARTMENT OF LANGUAGES
AND CIVILISATIONS (DLC)
www.ut-capitole.fr/langues

Arsenal • AR 223
langues.etrangeres@ut-capitole.fr



Préparations à des diplômes
et des certifications :

- en anglais
- en français
- en espagnol
- en catalan

LANGUAGE RESOURCE
CENTRE (CRL)

www.ut-capitole.fr/crl

ARSENAL LIBRARY

Ground floor

05 34 45 62 05

crl@ut-capitole.fr



The Department of Languages and Civilisations organises preparations for official diplomas and certifications:

• Preparations for diplomas:

- FCE:** Cambridge First Certificate in English
- DELF:** Diplôme d'études en langue française - level B2
- DALF:** Diplôme Approfondi de Langue Française - level C1
- DELE:** Diplomas de Español como Lengua Extranjera, in partnership with the Cervantes Institute

• Preparations for certifications:

- TOEFL:** Test of English as Foreign Language
- TOEIC:** Test of English for International Communication
- TOLES:** Test of Legal English Skills
- CIC :** Certificat Internacional de Català (from the Ramon Llull Institute)

Toulouse Capitole University is an **approved examination centre for TOEIC, Bulats (Linguaskill), TCF, DELF and DALF certifications**. The DLC is authorised to organise these various tests (the dates of the examination sessions are available on the DLC page).

This multimedia space dedicated to languages allows students:

- to learn alone or in a group, guided by a teacher, to take an assessment, to follow a personalised course, to continue the work given in class, to self-assess, to document oneself or to watch films in the original language on site, to use online resources and learning software,
- to borrow books (manuals, novels, audiobooks) and DVDs.
- to participate and exchange with people who speak different languages and cultures through conversation workshops, film and theatre workshops, language tandems, quizzes, conferences, international evenings...

Conversation workshops are led by language teachers for groups of up to 12 students in a dedicated space. Ten languages are available at different levels:

German, English, Arabic, Chinese, Spanish, French as a Foreign Language, Italian, Japanese, Portuguese, Russian.



I play a sport

DEPARTMENT OF PHYSICAL AND SPORTS ACTIVITIES (DAPS)

ARSENAL • Reception at the Despax Hall • 05 61 63 35 59 • sports@ut-capitole.fr

f : Sports - UT1 Capitole



WHY DO SPORTS AT UT1? To succeed in your studies

According to scientific studies, the practice of one or more sports improves academic success at the higher education level.

Indeed, playing a sport:

- promotes the socialisation of new students
- creates a dynamic, a discipline, and a framework thanks to rules
- and allows the sustainable acquisition of transversal skills (stress management, self-esteem, organisation, perseverance, leadership...).



WHAT DOES SPORT MEAN AT UT1?

A few figures

- **More than 4,000 students** enrolled in courses that qualify for a bonus
- **More than 80** top sportsmen and sportswomen
- **More than 35 activities**
- **More than 40 sports events** per year

HOW TO ACCESS SPORT AT UT1 ? By registering with DAPS

The DAPS is the **Department of Physical and Sports Activities**; it is the structure that manages and organises physical and sports activities

In our university, sport is an elective option subject to **educational registration**.

For sporting events and contest, you must also register with DAPS.



WHAT POSSIBILITIES TO PRACTICE? 3 practice methods:

- 1• weekly sports lessons with an evaluation at the end of the semester leading to bonus credits
 - **Wellness sports** : fitness coaching, fitness, weight training, pilates, yoga, sophrology, health sports
 - **Team sports**: basketball, football, futsal, handball, rugby, volleyball
 - **Combat sports**: French boxing, fencing, karate, self defence, Tai Chi
 - **Dance Sports**: Contemporary Dance, African Dance, Rock, Cuban Salsa
 - **Individual sports**: athletics, orienteering, climbing, golf, rhythmic gymnastics, multi-activities, preparation for physical competitions
 - **Racquet sports**: badminton, tennis, table tennis
 - **Sports de raquettes** : badminton, tennis, tennis de table
- 2• Occasional supervised activities that are not evaluated (dancing evenings, hikes, ski training...)
- 3• competition practice (Academy Championship and University French Championship) by obtaining a licence from the UTCAP association (information: association.sportive.utcap@univ-tlse.fr)



HIGH PERFORMANCE ATHLETES AT UT1?

Everything has been planned:

The DAPS also offers support for High Level Athletes (information on the website or by contacting 05 61 63 38 01 – shn@ut-capitole.fr)



I am involved in the associative & cultural life

Would you like to get involved in the campus cultural life?

Join the Cultural Space volunteer team! Nothing could be easier: send an email with your phone number or drop by the office!

CULTURAL SPACE

Anciennes Facultés • Maison des Etudiants • Office AF 63 • www.ut-capitole.fr/culture
Paule Géry (head of area) : paule.gery@ut-capitole.fr / culture@ut-capitole.fr

As an extension of the teachings and search for excellence, the Cultural Space provides an opportunity to discover new horizons by giving a high priority to art in all its forms. It works to make culture accessible to all, to enable everyone to enrich their view of the contemporary world and sharpen their critical thinking skills through a different, sensitive and intellectual approach. It aims its cultural activities at students of course but also at campus staff and all the people of Toulouse.

To break out of common ground and reach out to everyone, every corner of the university is invested in artistic creation and cultural initiatives. Through art and culture, the university reaffirms its humanist and civic values and makes the campus a place for reflection on the complexity of the world and exchange with the Other.

An ambition, supported by the Cultural Space, libraries, student associations or teachers, and which is divided into three leitmotifs:

#GET-INSPIRED

Music, performing arts, writing or visual arts, every year artists and thinkers are invited to create on campus, show their work and interact with the public. The 2020-2021 academic year promises beautiful moments. If the programme is still being written and cannot be revealed

In this post, you should already know that you will benefit from contemporary art exhibitions in the heart of the campus and the opportunity to discuss with artists during the monthly "Art tea times" together with other guided visits, meetings between cinema and university experts inside or outside the walls, theatrical incursions and philosophical break-ins to be listened to and followed in unexpected spaces, but also a multitude of cultural events that punctuate each academic year : presentations of lyrical works with university libraries, concerts by the Toulouse Student Symphony Orchestra, the Cinespaña and short films competition festivals or "the Reading night".



#EXPRESS-YOURSELF

A range of artistic practice workshops offered by the Cultural Space and campus student associations also await you: symphonic music, theatre, computer-assisted music, film and digital photography, reading aloud, rock choir, swing dances, video creation and movie criticism. Because practicing an artistic field allows you to acquire transversal skills, most of the workshops offered on campus are eligible for credits. Find out more!

The Cultural Space also supports the projects of students engaged in the creation or invested in a cultural action. If you have an idea, if you want to create an event on campus, it will support you in its design and implementation, include it in the university's cultural agenda (mandatory procedure) and be your relay for communication with the university community (see also the section opposite).

Make an appointment by email to discuss your projects and take them as far as possible!

STUDENT ASSOCIATIONS

www.ut-capitole.fr/vie-du-campus/vie-associative/
Associative life is a laboratory of ideas, creativity, exchanges and learning.

Investing in an association makes it easier to integrate, to have an experience serving a collective project, to develop transversal skills and to take on responsibilities: all major assets for a future professional life.

Culture, sport, civic engagement, knowledge sharing, solidarity, the environment or festive events, each student has every chance to find the right student association among the 80 located at the university, otherwise, it is always possible to create one!

Consult your intranet:
<http://intranet.ut-capitole.fr/culture-sport-et-associations/associations-etudiantes>



#JOIN-US

Follow our news on www.ut-capitole.fr/agendaculturel

[cultureUT1Capitole](#)

[cultureUT1c](#)

The Cultural Space office welcomes you from Monday to Thursday from 10 am to 12.30 pm and from 2 pm to 6.30 pm and on Friday from 10 am to 12.30 pm and from 2 pm to 5 pm.

Your projects deserve it!

The university supports students in the development and implementation of their projects. It is essential to contact the person in charge of the Cultural Space for projects with a cultural content. You can also contact the Student Vice-president.

Some actions can also benefit from funding such as the Solidarity and Development Fund for Student Initiatives (FSDIE). The Student Life Office will help you put together your grant application and will make sure it is checked before submission.





Welcome

THE GRAND HALL DESK

Monday to Friday from 8.30 am to 5.45 pm
If you can't get there: accueil@ut-capitole.fr

Information on the different services, offices, rooms and lecture halls...

For the AES, Law and IT courses, between 9 am and 5 pm, issue of:

- Certificates of successful completion of exams
- Academic transcripts
- School certificates

General school

• Registration and Student Life Office

It ensures the implementation of enrolment campaigns, applications for higher education scholarships, scholarships for excellence and other ad hoc assistance to students (e.g. food aid). It examines the files and monitors the attendance of students receiving grants, in liaison with the CROUS services. It assists associations in the context of student projects financed by the Fonds de Solidarité et de Développement des Initiatives Étudiantes FSDIE (Solidarity and Development Fund for Student Initiatives).

University Scholarship Department

By appointment at the general reception from Monday to Friday • bourses@ut-capitole.fr

UT1 DISABILITY

ARSENAL • AR 31

Monday to Friday • 8.30 am to 12.30 pm / 1.30 pm to 4.30 pm

In charge of reception: Samantha JACQUET et Clémence ANNA • handicap@ut-capitole.fr

In order to benefit from all the measures necessary for the smooth running of your studies, you must make an appointment at SIMPPS (see p. 25) and then at UT1 Disability between 28/08 and 16/10.

• Diplomas and Transfers Office

It manages the files of students arriving in transfer or requesting a departure to another university. It is also in charge of editing and issuing all university diplomas as well as the descriptive annexes (diploma supplements) of the diplomas to students who request them.



ATTENTION:
Remember to present your student card for any administrative procedure!

MANUFACTURE DES TABACS RECEPTION

• BUILDING A • OFFICE MA010

Opening hours: 8.30 am-12.30 pm / 1.30 pm-5 pm
05 61 63 36 90 • ecole-tse@ut-capitole.fr

MANAGEMENT RECEPTION •

ANCIENNES FACULTÉS • AF 019

Opening hours: 9 am-5.30 pm • 05 61 63 56 00

Schools

1st year Bachelor's in Law

AR 18 • 05 61 63 - 35 16 / 35 20 / 36 04

scoldroit1@ut-capitole.fr

Faculty of Law in Montauban

scolmtb@ut-capitole.fr • 05 63 91 88 51

1st year Bachelor's in AES

AR 121 • 05 61 63 36 95 • scolaes1@ut-capitole.fr

scoldroit1@ut-capitole.fr

1st year Bachelor's in Eco-Management

MA 104 • 05 61 63 35 51 • scoltssel1@ut-capitole.fr

scoldroit1@ut-capitole.fr

IUT Rodez

05 65 77 10 80 • www.iut-rodez.fr

> Moving towards a 3rd year in IT

2 3rd year Bachelor's degree courses in IT are available to holders of a bac+2 in economics, management, AES or law, DUT or BTS.

AR 07 • 05 61 63 39 58 • www.iut-rodez.fr

Schools communicate mainly:

- on your email firstname.lastname@ut-capitole.fr
- by posting on the information boards of your courses. Remember to check them regularly!

> 1st and 2nd year Bachelor's in Law, Legal Capacity, Management: boards located at the Anciennes Facultés.

> 3rd year and Master's in Law, AES, Economics: boards located on the inner street, Arsenal.

> Economics: boards located at the Manufacture des Tabacs

> Economics: boards located at the Manufacture des Tabacs



I am training in a different way

SANDWICH COURSE

IN-HOUSE TRAINING, VALIDATION OF LEARNING OUTCOMES AND TRAINING (FCV2A)

Manufacture des Tabacs • 21 Allées de Brienne • Building Q
05 61 12 88 56 • fcv2a@ut-capitole.fr
www.ut-capitole.fr/alternance

The sandwich course combines a theoretical learning phase in a training institution with a practical learning phase in a company.

There are two sandwich course plans:

- Apprenticeship contract (Target audience: young people over 16 and under 30 years of age (special conditions for disabled people).
- Professionalisation contract (Target audience: young people from 16 to 25 years old and job seekers over 26 years old).

ALL THROUGH LIFE

IN-HOUSE TRAINING, VALIDATION OF LEARNING OUTCOMES AND TRAINING (FCV2A)

Manufacture des Tabacs • 21 Allées de Brienne • Building Q
05 61 12 88 56 • fcv2a@ut-capitole.fr
www.ut-capitole.fr/formcont

In-house training is aimed at anyone wishing to develop new skills, and/or to resume higher education in order to obtain a diploma or certification, and to secure their employability.

Training offered in face-to-face (university courses) or distance learning (with face-to-face consolidation phases).

FROM A DISTANCE

OPEN AND DISTANCE LEARNING (ODL)

Anciennes Facultés • Maison des Etudiants • 2nd floor
05 61 63 37 86 • service.foad@ut-capitole.fr

The ODL service of the University of Toulouse Capitole allows you to pursue a university education (from the 2nd year of the bachelor's degree) under conditions compatible with the pursuit of a professional activity, classroom training or any other form of constraint preventing the pursuit of traditional education.

Benefits for the company:

- For all contracts:
 - work-study contracts are not taken into account in the calculation of the workforce
 - aid for the hiring of disabled workers paid by AGEFIPH.
- For apprenticeship contracts:
 - exemption from employers' and employees' social insurance contributions
 - exemption from unemployment insurance contributions
 - specific aid depending on the size of the company.
- For professionalisation contracts:
 - lump-sum aid to the employer for the hiring of a job seeker aged 26 and over
 - aid for the hiring of a job seeker aged 45 and over

Advantages for the sandwich course students:

- Combining theory and practice
- Solid professional experience, facilitated integration
- Remuneration
- Training costs covered
- Driver's Licence Funding Assistance for Apprentices





University libraries

Consult both hard copy and digital documentation from the documentation portal in the Libraries section of the website as well as examination topics in law, AES, economics, management... www.ut-capitole.fr/bibliotheques/documentation/bu-la-documentation-a-ut1-306195.kjsp?RH=1319194798732



Arsenal Library

11 RUE DES PUIITS-CREUSÉS
Monday-Friday from 9 am to 10 pm
Saturday from 9.30 am to 5.30 pm
or 8 pm
05 34 45 61 03

Manufacture des Tabacs Library

21 ALLÉE DE BRIENNE • BUILDING H
From Monday to Friday from 9 am to 8 pm • Saturday from 9.30 am to 5.30 pm or 8 pm
05 61 12 88 00

* Opening hours vary according to the academic calendar. Please check the library website.

Garrigou Library

ANCIENNES FACULTÉS • 1ST FLOOR
Monday to Friday from 9 am to 6 pm • closed on Saturdays
05 61 63 37 09

François de Boutaric Room

ARSENAL • 1ST FLOOR • ROOM 106
Monday to Friday from 9 am to 6 pm • closed on Saturdays
05 61 63 37 03

I AM IMPROVING MY FOREIGN LANGUAGE SKILLS

At the Language Resource Centre (Arsenal Library, level 0, room 1), you can:

- borrow books and DVDs
- work independently thanks to self-learning software
- participate in conversation and exchange workshops with people with different languages and cultures.



Couldn't attend the «Active Visit» tutorial at the libraries in the new school year?

Don't forget to do it online in September: www.ut-capitole.fr/bibliotheques/services/bu-td-visites-actives-numeriques-527558.kjsp

More information and all news on the University website: www.ut-capitole.fr/bibliotheques/



I USE THE GROUP WORK ROOMS

At the Arsenal Library and the Tobacco Factory Library, adapted and equipped rooms are at your disposal.

Equipment available: interactive screens, mobile screens, mediascapes, self-capture equipment, whiteboards, flipcharts. Online booking for 3 hours max. per day from the website (www.ut-capitole.fr/bibliotheques/informations-pratiques/espaces/) or ENT.



The Arsenal Library provides facilities for **students with disabilities**:

- two priority work rooms equipped with a mobile table,
- a DYS and low vision computer workstation (hardware, software).

Contact us for a personalised welcome: bu-handicap@ut-capitole.fr



I HAVE TO BORROW A TABLET OR LAPTOP

- At the Manufacture des Tabacs library, laptops are at your disposal to work on site.
- At the Arsenal Library, you can borrow a tablet and take it to class or to your home.

I WANT ADVICE FROM STUDENT TEACHERS

Master's and PhD students are available at the Arsenal library from September to March and offer students:

- individualised support in their academic work,
- personalised support for documentary research.

Reception Monday to Friday, without appointment, from 9.30 am to 6.30 pm.

unequestion

You can also contact librarians by chat and messaging via service:

www.ut-capitole.fr/bibliotheques/services/bu-service-de-questions-reponses-412688.kjsp?RH=1342515027280

And to expand on this, make a documentary appointment with a librarian

www.ut-capitole.fr/bibliotheques/services-pour-tous/prendre-un-rendez-vous/bu-prendre-un-rendez-vous-documentaire-363294.kjsp?RH=1319194798732





Digital spaces

MY DIGITAL WORK SPACE

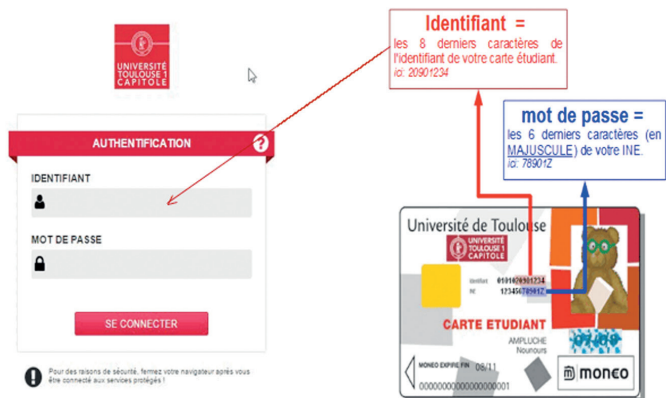
<http://monespace.ut-capitole.fr>

The day after your registration, you can log into your account on the digital educational network to access:

- your UT Capitole email box (schools prefer this means of communication with students),
- your schedule, exam results and school record,
- your personal calendar and file storage space,
- IT support,
- online library services,
- the virtual office, intended for personal use and sharing with other students (chat, forums, announcements, address book...).
- the educational platform «My online courses» (MOODLE). Teachers offer additional courses (detailed plans, videos, slideshows, bibliographies, etc.) and online activities (Quizzes, assignments).

To log in
Go to <http://monespace.ut-capitole.fr> then enter your UT Capitole computer account (login + password)

If you have any problems
Go to <http://www.ut-capitole.fr/campus/informations-pratiques/tils-numeriques/> heading «identify yourself»/rubrique «s'identifier».



INTERNET, INTRANET & SOCIAL NETWORKS

THE DIFFERENT SITES

Internet: www.ut-capitole.fr

The university's website is a showcase for presenting its activities and operations to the public. Through the agenda and news, you can follow its daily life and subscribe to the RSS feeds that interest you.

Intranet: www.intranet.ut-capitole.fr

Once registered, your electronic account is created. On the intranet you will have the different resources related to your studies: schooling, registration for workshops, internships,...

Check the intranet agenda regularly to stay informed about the highlights of your university!

Find in the FAQs from the intranet home page or directly on the link on the page <http://intranet.ut-capitole.fr/foire-aux-questions-de-l-universite-en-ligne-594875.kjsp?RH=1333372169560>

Student Newsletter

Institutional source of information for students from all over the Toulouse 1 Capitole University, it appears every two weeks and is sent to your mailbox: surname.firstname@ut-capitole.fr



Stay Connected

- Alumni : <http://alumni.ut-capitole.fr>
- Facebook : <http://www.facebook.com/ut1capitole>
- Twitter : <https://twitter.com/UT1Capitole>
- Instagram : <http://instagram.com/ut1capitole>
- Dailymotion : <http://www.dailymotion.com/ut-capitole>
- LinkedIn : <http://www.linkedin.com/company/universit-toulouse-1-capitole>
- Viadeo : <http://fr.viadeo.com/fr/company/universite-toulouse-1-capitole>

OPEN ACCESS COMPUTER ROOMS

ARSENAL • 1ST FLOOR • ROOM AR 150
MANUFACTURE DES TABACS • BUILDING E • ROOM ME 101

- Free access organised with instructors
- Information to create your account

WIFI NETWORK

The university provides its users who have a computer account (students, staff and guests) with wireless access points (Wi-Fi).

Two networks are available with the following SSIDs: EDUROAM, UT1
The DSI recommends using the EDUROAM network for any individual connection. Practical information on digital technology <http://www.ut-capitole.fr/campus/informations-pratiques/outils-numeriques/> heading «university WIFI»

- Consult the article and tutorial on EDUROAM: [HERE](#) (authenticated access)
- Consult the article and the tutorial on UT1: [HERE](#) (authenticated access)



EN RÉSUMÉ

- Internet** = information open to the general public
- Intranet** = information reserved for university students and staff
- ENT (my space)** = tools at my disposal (time schedule, room reservation, Moodle, mail...)





Catering

58 rue du Taur - www.crous-toulouse.fr

Tél : 05 61 12 54 00 ou ligne vie étudiante 0 806 800 131 (prix appel local)

The Crous de Toulouse-Occitanie is there for all students and supports them on a daily basis in terms of scholarships, housing, catering, social/health action, culture and international relations.

The student life counsellors are available for all your questions at the Case area (Crous Accueil Services Etudiants) 58 rue du Taur or by phone at 0 806 800 131 131. The Student Life Line is open 5 days a week continuously from 9 am to 5 pm.

CATERING FACILITIES ON CAMPUS



Check out the opening hours, menus and locations where you can eat on www.crous-toulouse.fr/oumanger

Several catering points located near the study sites or on campus are at your disposal and serve you products cooked every day by the Crous teams.

Practical, fast and affordable, Crous dishes are varied and the meals are complete and balanced. The Izly payment allows you to benefit from rates reserved for students.

The Arsenal restaurant

Open 7 days a week, in the afternoon and the evening

> During the week

from 11.15 am to 2 pm and from 6.30 pm to 9 pm

> On the weekend

From 11.30 am to 1.30 pm and 6.30 pm to 8.15 pm

4 cafeterias for eat-in or takeaway catering

- **The Arsenal cafeteria** (below the Arsenal restaurant)
- **The Capitol Cafeteria** (in the main university building)
- **The political studies cafeteria**
- **The Manufacture des Tabacs cafeteria**

The La Pause Crous delivery service offers a menu with Japanese flavours.

Come and enjoy makis, sushi made by the Arsenal restaurant teams. Discover the menu of Japanese flavours with «homemade» products on crous-toulouse.fr/Lapause

- Monday, Wednesday and Friday from 11.30 am to 2.30 pm in front of the UT1 Library
- Tuesday and Thursday from 11.45 am to 2.15 pm at the Tobacco Factory

IZLY : CONTACTLESS PAYMENT ON CAMPUS

What is it? IZLY is Crous' contactless payment solution. Izly allows students and university staff to pay for their purchases on campus, including meals at the Crous catering facilities.



What do I need? An MUT card or a smartphone with the Izly app.

How can I activate my account? Izly sends an email to your university email address with a temporary password. You are then directed to izly.fr to activate your account online.

Warning! Izly is the payment method used in all university catering facilities. So remember to activate your account!

Need help or have questions?

Visit our website www.crous-toulouse.fr/izly or contact SOS Izly: assistance-izly@crous-toulouse.fr

SOCIAL WORKERS



The Crous social workers welcome you and listen to you whatever the nature of your difficulties (social, family, psychological, administrative, financial...). You can make an appointment on 05 61 12 54 52 or by email at: assist.social@crous-toulouse.fr or by going to Crous, 58 rue du Taur



THE STUDENT SOCIAL FILE

A unique site to manage everything:

www.messervices.etudiant.gouv.fr

Applications for or renewal of scholarships (higher education or social criteria) must be made online from 15 January and before 31 May:

www.crous-toulouse.fr

French government scholarship holders are exempt from tuition fees and can obtain reimbursement of these fees from the school upon receipt of the final grant.

SCHOLARSHIP SERVICE CONTACTS Toulouse Capitole University

Student Life Centre, Arsenal Building

By appointment at the general reception from Monday to Friday
bourses@ut-capitole.fr

Health

INTERUNIVERSITY SERVICE OF PREVENTIVE MEDICINE AND HEALTH PROMOTION (SIMPPS)

ANCIENNES FACULTÉS • RDC POLITICAL SCIENCE BUILDING • Secretariat contact: 05 61 63 37 25
isabelle.plante@univ-tlse3.fr • Contact: simpps.arsenal-infirmieres@univ-tlse3.fr

The **SIMPPS** (Interuniversity Service for Preventive Medicine and Health Promotion) is a medical and social service exclusively reserved for students. You can make appointments for consultations with general practitioners, specialists and social workers. In complete confidentiality and without advance fees, you can benefit from:

- a (preventive) health examination;
- a nursing service (interview, advice, guidance, care);
- consultations with general practitioners;
- meetings with social workers: listening and assistance adapted to academic, family, personal, administrative and financial problems;
- medical-psychological assistance (psychiatrist and psychologists);
- specialised consultations (gynaecologist and family planning, nutritionist, tobacco specialist);
- a vaccination center;
- study arrangements for disabilities;

In addition, SIMPPS organises numerous health promotion and prevention actions around sexuality, nutrition, physical activity, stress and addictions. All student associations can use this service to help them set up a project or participate in an event. SIMPPS is your contact for any question related to your health. Feel free to come and meet us!



Home Welcome Desk



Université
Fédérale
Toulouse
Midi-Pyrénées

41 allées Jules Guesde 31000 Toulouse
Monday to Friday from 9 am to 5 pm (6 pm from September to November)
laccueil@univ-toulouse.fr
Metro line B: Carmes stop or François Verdier

The Welcome Desk of the Federal University of Toulouse Midi-Pyrénées is a unique place to welcome students to facilitate their settlement and daily life.

You will find:

- a multilingual team and information on housing, culture, health, sport, student entrepreneurship, mobility, transport, student initiatives...
- access to the mapping of the training offer of the Toulouse Academy's universities and grandes écoles,

→ a space for advice and services with:

-  the rectorate: CIO of Sup - orientation towards higher education courses, reception by appointments on site at specific hours,
-  the Caf: application for housing assistance and employment bonus,
-  the Prefecture: foreign students' office (renewal of student residence permits, application for residence permits «job search/creation of companies, receipt for completion of studies/internships),
-  a Crous branch (Regional Centre for University and School Works),
- work in partnership with the various partners in student life in higher education institutions, but also: SNCF, housing organisations, Campus France, Toulouse City Hall, Toulouse Metropole and Regional Council, CRIJ, AFEV, ESN, Campus FM, student associations...

Partners :



The Youth Information Centre (CRIJ)



The Tool for young people

Located on rue de Metz in Toulouse, close to the Esquirol metro station, the CRIJ is a resource centre dedicated to young people. They can find all the information they need for their daily lives. They are offered support on issues of international mobility, social rights, housing, job discovery and access to the world of work.

Services are at their disposal: travel space, job offers, housing offers, CV workshops and cover letters, civic service mission offers...).

For all practical details and appointments go to: www.crij.org



Line A : Capitole Metro
Line B : Compans-Caffarelli Metro
Bus lines : 1- 45 - 63 Compans-Cafarelli stop

Tisséo agencies : www.tisseo.fr
You can benefit from discounts on your Tisséo subscription if you are under 25 years old or students under 35 years old. With this subscription, you can also benefit from advantageous rates with the Tisséo Vélo Toulouse Youth Card.

www.velo.toulouse.fr/Abonnements-et-Tickets

Station 29 : 31 rue Valade
Station 30 : 40 place Anatole France
Station 31 : 7 rue des Salenques



The Local Missions of Toulouse and Haute-Garonne



The Toulouse Local Mission is a space at the service of young people between 16 and 25 years of age.

The Local Mission deals with issues relating to employment, training, housing, health, etc. Each young person welcomed at the Toulouse Local Mission, depending on his or her level, needs and difficulties, can benefit from customized responses to define his or her professional objective and the steps to realize it, to establish and complete a training project, to access and maintain employment.

Find addresses of the local missions:

- of Haute Garonne : <https://www.missionlocale31.org>
- of Toulouse : : <https://www.mission-locale.fr/annuaire/agence/mission-locale-toulouse>



RÉMOJEUNE

If you have dropped out of school, thanks to the « Rémojeunes » programme, you will be listened to and supported to boost your projects.



Orientation and integration calendar

2020-2021

1 st Semester	
WORKSHOPS AND MINI-CONFERENCES	From mid-October to the end of April
MINI-CONFERENCES: «SEMI-ANNUAL REORIENTATION IN 1ST YEAR»	From September to December
PRO RENDEZ-VOUS Airbus Day Careers in Justice, Defence and Security Regionally-oriented professions	Date to be confirmed
INFOSUP	From 18 to 21 November 2020
2 nd Semest	
MINI-CONFERENCES: «REORIENTATION AT THE END OF 1ST YEAR»	From January to March
PRO RENDEZ-VOUS Careers in Law Careers in IT	Date to be confirmed
OPEN DAY	Date to be confirmed

For more information, please see the «Orientation-Integration» section on the UT1 Capitole website www.ut-capitole.fr/orientation-insertion

Academic calendar 2020-2021

FILIÈRES		LAW	IT 1 ST YEAR OF MASTER'S DEGREE	ADM/COM	TSE	TSM
WELCOME AT UT CAPITOLE	DAY OF PRE-ENTRANCE	4 September	4 September	4 September	4 September	Welcome week from 31/08 to 04/09
	VIRTUAL WELCOME FORUM	September - October				
SEMESTER 1						
START OF COURSES		7 September	Master: 7 sept. Bachelor: 7 sept.	7 September	7 September	7 September
START OF TUTORIALS		21 September	21 September	21 September	21 September	21 September
1 ST YEAR OF MASTER'S DEGREE EXAMS					From 19 to 24 October	
ALL SAINTS HOLIDAYS: from 26 October to 1 st November 2020						
END OF COURSES		28 November	5 December	28 November	Bachelor: 21 Nov. Master: 5 Dec	28 November
END OF TUTORIALS		28 November	5 December	5 December	5 December	5 December
PROJECTS			Projects: from 7 to 12 dec			
EXAMS SESSION 1 ST SEMESTER		30 Nov to 19 Dec	14 to 19 Dec	7 to 19 Dec	Bachelor: 7 to 19 Dec Master: 14 to 19 Dec	7 to 19 Dec
CHRISTMAS HOLIDAYS: 19 December 2020 to 3 January 2021						
Semester 2						
START OF COURSES		4 January (MIAGE exams, week of 4 th January)				
START OF TUTORIALS		18 janvier				
WINTER HOLIDAYS: 15 February to 21 February 2021						
END OF COURSES		27 mars	3 avril	3 avril	Licence: 20 mars Master: 27 mars	27 mars
END OF TUTORIALS		27 mars	3 avril	3 avril	Licence: 3 avril Master: 27 mars	3 avril
EXAMS SESSION 2 ND SEMESTER		5 to 17 April	12 to 17 April	12 to 17 April	Master: 29 March to 3 April Bachelor & Master: 12 to 17 April	29 March to 3 April 12 to 17 April
SPRING HOLIDAYS: 19 April to 2 May 2021						
EXAMS SESSION 2 ND SEMESTER		Oral: 3 to 22 May	3 to 7 May	3 to 7 May	3 to 7 May	3 to 7 May
RESIT EXAMS 1 ST & 2 ND SEMESTER		14 to 26 June	7 to 26 June			

NB: political studies leave from 24 to 28 february.

Student GUIDE

2020/2021



www.ut-capitole.fr